

SMACN-RM (600-85a)

4 October 2001

MEMORANDUM FOR CRANE ARMY AMMUNITION ACTIVITY (CAAA) EMPLOYEES
(EXCLUDING LEMC SITE)

SUBJECT: Employee Impairment Management Policy

1. This policy establishes an Employee Impairment Management Team and procedures to deal with incidences of possible employee impairment.

2. Team Composition. The Employee Impairment Management Team will normally consist of the Executive Officer who will manage the team, Security Officer, union representative and employee's immediate supervisor. A Director, not in the employee's chain of command, will be appointed to manage the team when the Executive Officer is unavailable and a member of the Safety Office will act as alternate in the Security Officer's absence. Representatives from CAAA's CPAC, health or legal offices will be requested to augment or provide assistance to the team, as needed.

3. Reportable Situations. Two types of circumstances can result in convening the Employee Impairment Management Team to determine if drug testing is appropriate:

a. Reasonable Suspicion.

(1) Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug.

(2) A pattern of abnormal conduct or erratic behavior.

(3) Information provided either by reliable and credible sources or independently corroborated.

(4) Evidence that the employee has tampered with a previous drug test.

b. Accident or Unsafe Practice.

Verify that this is the most current version of document prior to use.

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(1) The accident or unsafe practice results in a death or personal injury requiring hospital care (in-patient/out-patient).

(2) The accident or unsafe practice results in damage to government or private property estimated to be in excess of \$10,000.

4. Reporting Procedures. Cases of possible employee impairment should be reported to the immediate supervisor or to the Director or the Executive Officer if supervisor is not available. The Director or the Executive Officer will request that the Impairment Management Team be convened.

5. Response Procedures. The below procedures are established for the Employee Impairment Management Team:

a. The CAAA Employee Impairment Management Team will convene upon request of Director or Executive Officer.

b. The implicated employee will be able to meet with the Team in order to explain his/her situation. Prior to a meeting with the implicated employee, the employee must be advised that he/she has the right to union representation prior to and during the meeting.

c. The team will conduct an investigation of the incident/situation. The investigation may include (but is not limited to) interviews of persons involved, interviews of the employee's past and present supervisors, and reviews of personnel or other employment records.

d. The team will try to ascertain the accuracy of the allegation and determine if sufficient evidence exists that the individual should report for a drug test.

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6. Documentation. The Impairment Management Team will detail, in writing, the circumstances which warranted the test. At a minimum, the report will include the appropriate dates and times of reported drug-related incidents, reasons leading to the test, the higher level concurrence (Director or Executive Officer), findings of the test and any action taken. A sample report is provided at Appendix H-1 of NSWC Instruction 5355.1. The team manager will forward the signed report to the CAAA Alcohol Drug Control Office (ADCO) who will notify the affected Director of the outcome of the Impairment Management Team. If a drug test is recommended by the team, the CAAA ADCO will arrange for the test and notify the supervisor of the time and location. The supervisor will notify the employee of the time and location of the test and issue a memorandum notice using Appendix I-1 of NSWC Instruction 5355.1 as a sample. Both the report warranting the test and the example memorandum notifying the employee of details of the test can be found at Crane Navy Intranet Home Page under Resources, Online Library and Crane Documents.

7. Testing. The employee will be directed to take an appropriate photo identification to the test site. The supervisor or other management official will escort the employee to the site.

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BILLY J. DOWDY
COL, OD
Commanding